



Owner-Occupied Private Money Loan Initial Submission Checklist

We look to you for assistance in providing the following items listed below for initial submission.

- ALG Loan Submission Form ([Available in the Broker Resource Center](#))
- Complete 1003 (Please submit in MISMO 3.4 Format)
- Copy of Credit Report (All Pages)
- Copy of Drivers Lic, U.S. Government ID Card, Matricula Consular ID, or Passport
- Copy of Social Security Card or ITIN CARD

Income & Assets (ONLY FOR OWNER OCCUPIED LOANS (MAX DTI 43% NO EXCEPTIONS)

- Copy of most recent 30 days pay stubs
- 2 Years most recent complete tax returns (If the borrower is self-employed we will need 2 Years business & personal tax returns)
- 2 Year's most recent W2's / 1099

Income & Assets - Continued:(If a borrower is retired please provide borrowers most recent)

- Pension Award Letter
- Social Security Award Letter (ALL PAGES)

If you are using child support as income:

- Copy of divorce decree
- Copy of most recent twelve months canceled child support checks (Or 12 months bank statements)

If this is a purchase please provide the following:

- Clear copy of the fully executed purchase agreement

Is there an appraisal available for review?

- If yes please include with the initial submission

For Refinance Loans:

- Please provide a clear copy of most recent mortgage statement
- Clear copy of current homeowners insurance
- Please Identify in the 1003 which accounts, charge-offs, collections, judgments and/or liens are to be paid through escrow.

PLEASE UPLOAD DOCUMENTATION TO OUR SECURE DOCUMENT MANAGEMENT SYSTEM IN THE BROKER PORTAL

.*Upon receipt, file will be reviewed and any missing items will be requested. Incomplete files will not be submitted for approval. *Once the file is approved, An updated conditions list will be emailed with any outstanding conditions. Our approval is subject to the information presented on the Initial submission. Should the final package be different than the Initial submission, your loan terms, rate & approval might differ.

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